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Revised

**CITY OF RIVERSIDE**  
**HUMAN RESOURCES DEPARTMENT**  
**CLASSIFICATION SPECIFICATION**

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**TITLE: STREET MAINTENANCE SUPERVISOR**

**DEFINITION**

Under general supervision, to plan, organize, assign and supervise the work of crews assigned in the construction, maintenance and repair of streets, sidewalks, drains, signs, street cleaning and vector and weed control; to provide responsible and technical staff assistance; train and evaluate staff; and to do related work as required.

**REPORTS TO:** Assistant Field Service Operations Manager

**SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from the Assistant Field Service Operations Manager. Exercises close to general supervision over field crews.

**EXAMPLES OF DUTIES**

Typical duties may include, but are not limited to, the following:

- Plan, assign participate and supervise work crews engaged in a wide variety of street maintenance and limited construction activities such as street overlay and repairs; cleaning, painting and signing of streets; removal and replacing sidewalks, curbs and gutters; maintenance of storm drains; and the control of mosquitoes, rodents and weeds.
- Estimate and order material and equipment needs; keep time and material records; make reports of work performed.
- Inspect work in progress and assist crews in resolving difficult work problems.
- Investigate and resolve complaints related to street maintenance.
- Assist in making cost estimates.
- Assist in budget preparation and administration, including material purchases and equipment needs.
- Coordinate and prioritize street maintenance activities with other City departments, divisions and-with outside agencies.
- Report hazardous conditions.
- Participate in special City events as required.
- Respond to public inquiries.
- Respond to emergencies as directed by Public Safety.
- Log daily reports and keep records on pesticides and herbicides.
- Maintain records of all training hours.
- Participate in professional development.
- Survey streets for asphalt, cleaning, pain, signage and storm drain maintenance.

- Prepare monthly reports as scheduled by the State.
- Respond and generate work orders.
- Investigate claims against the City.
- Assist with general office procedures as required.
- Perform and assist in disaster preparedness exercises.
- Coordinate storm control activities.
- Coordinate equipment repairs with Fleet Maintenance; keep maintenance logs and records.
- Maintain crew safety; conduct safety and training meetings and implement and enforce safety regulations and/or procedures.
- Assist in the selection and hiring of new staff.
- Assist in the development and implementation of new procedures and safety guidelines; including procedures for new equipment or work processes.
- Assist in recommending and arranging new training.
- Supervise, train and evaluate subordinates.

## **QUALIFICATIONS**

### **Knowledge of:**

- Types and level of maintenance and repair activities generally performed in street maintenance programs.
- Materials, methods, practices and equipment used in street maintenance activities.
- Occupational hazards and standard safety precautions necessary in the work.
- Principles and practices of supervision, training and performance evaluation.
- Safe work practices.
- Safe driving principles and practices.
- Principles, practices and methods of handling or responding to hazardous spills.
- Traffic control safety.

### **Ability to:**

- Understand and carry out oral and written instructions.
- Maintain records and prepare reports.
- Modify routine maintenance methods and practices to handle unusual problems.
- Demonstrate the use and care of street maintenance repair tools and equipment.
- Establish and maintain effective working relationships with co-workers and the general public.
- Use a personal computer.

- Represent the Streets Division on various committees.
- Attend and participate in seminar and/or training opportunities related to street maintenance activities.
- Work with various chemicals and/or materials.
- Supervise, train and evaluate subordinates.
- Work overtime as required.

**Education and Experience:**

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: Equivalent to the completion of the twelfth grade. Supplemental college level courses in English, Math and elements of supervision is highly desirable.

Experience: Five years experience in street maintenance and repair, including some supervisory experience.

**MEDICAL CATEGORY:** Group 2

**NECESSARY SPECIAL REQUIREMENT**

Possession of an appropriate, valid class "C" California Motor Vehicle Operator's License.

Ability to obtain a valid class "B" California Motor Vehicle Operator's License.

Possession of, or ability to obtain the appropriate California Health Department certification for the control and eradication of rodents and mosquitoes, as required.

Possession of, or ability to obtain within six (6) months of appointment, an operations level certification for 24 hour Hazardous Waste Operations.

**CAREER ADVANCEMENT OPPORTUNITIES**

**FROM:** Street Maintenance Supervisor

**TO:** Assistant Field Service Operations Manager